



UPDATE

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Directors Message

As I was thinking about what information to share with you for the upcoming spring, reviewing new information, and looking over previous editions, I noticed that the amount of information is overwhelming in the few months in between Update editions. It is the goal of the CPAC staff to share with you the latest information we have regarding federal employees as well as provide our insight to them. So while the information is substantial and wide-ranging, I encourage reading it and calling us if you have questions concerning any of it.

Director
Civilian Personnel Advisory Center

BIG NEWS BIG NEWS

Defense Finance and Advisory Services (DFAS) Clarifies Retro Civilian Pay Raise Implementation

ARLINGTON, Va. (Jan. 27) - The additional 2.1 percent pay raise for civilian employees authorized by the President on Jan. 23, 2004, will be retroactive to Jan. 11. However, before it can take effect, an Executive Order must be issued addressing how the increase will be split between base and locality pay.

After the Executive Order is issued, the Office of Personnel Management will publish new salary tables based on that guidance. These tables must then be integrated into the personnel system before any retroactive pay adjustment processing can begin. Once the adjustments are processed by the personnel system, calculation of employee pay increases by payroll systems can begin.

As in 2003, not all employees will receive the retroactive part of the pay increase at the same time. Due to transaction volume, payroll processing of this change must take place over the course of multiple paydays. The specific dates when employees can expect to receive the retroactive portion of the pay increase will be published as soon as they are available.

Visit the website, <https://mypay.dfas.mil> and obtain a copy of the brochure on myPay. If you do not have a Personal Identification Number (PIN), you can obtain it via the current website.

Hours of Operation

WE ARE ALL HERE TO HELP YOU!

Civilian Personnel (CPAC)
0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

Non-Appropriated Funds (NAF)
0730 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

Missouri Career Center
0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

<http://www.works.state.mo.us/>

Missouri Career Center



Need help with finding a job!

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

573-596-0294
Bldg 470, Rm 2203
M-F - 8:00am to 4:30pm



HEALTH CARE PROFESSIONALS

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- Physician, GS-602
- Dentist, GS-680
- Podiatrist, GS-668
- Optometrist, GS-662
- Registered Nurse, GS-610
- Physician Asst., GS-603
- Pharmacist, GS-660
- Audiologist, GS-665

Expanded Function: Dental Auxiliaries to include GS-681, GS-682 & GS-683

- Practical Nurse, GS-620
- Diagnostic Radiologic Technologist, GS-647

Provide copies of your **college transcript license and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

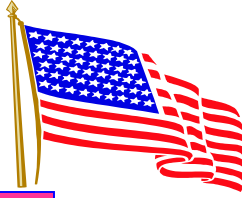
Or just come on in with your information!

NAF Corner

NAF employees, if you need to update your Official Personnel Folder please come to the NAF Personnel Office to do so. We need to have updated addresses; W-2's will be sent to the last known address.

Health Benefits Corner

FEGLI



FEHB

Federal Employees Group Life Insurance (FEGLI).

Employees who separate or are placed on LWOP (including performing active duty service) continue to be covered by the Federal Employees Group Life Insurance (FEGLI) for up to 12 months at no cost to the employee. At the end of the 12 months in a non-pay status, the coverage terminates. Employees get a free 31-day extension of coverage and have the right to convert to a non-group policy.

If a Federal civilian employee with FEGLI is called-up to active military duty and is killed, death benefits are payable to the employee's beneficiaries. Accidental death and dismemberment benefits are also payable under Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual combat at the time. Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits are payable. The Office of Federal Employees Group Life Insurance (OFEGLI) determines all payments and individually reviews any claim that may be questionable.

Return to active Federal service.

When an employee who has been on military duty returns to active Federal service, he or she gets back whatever types of life insurance he or she had before going into non-pay status (as long as the position is not excluded from coverage).

Information regarding benefits and entitlements should be referred to the Army Benefits Center – (ABC) at the following number: 1-877-ARMY-CTR (276-9287) or is available on the ABC-C website at <https://www.abc.army.mil>.

Federal Employees Health Benefits Program (FEHBP).

Employees who are covered by the Federal Employees Health Benefits Program (FEHBP) and are either separated or placed in a LWOP status (including performing military service) may continue to be covered by FEHB for up to 18 months (if placed on active duty for more than 30 days), unless the employee elects in writing to have the enrollment terminated. If the employee chooses to continue the FEHB, **and the employee has been called to active duty** under Title 10 in support of a contingency operation, the agency will pay the employee share of the premium. If the employee's military service is not in support of a contingency operation, he/she is responsible for paying the employee share of the premium for the first 12 months and 102% for the final 6 months of continued coverage. During the first 12 months, employees may pay currently (generally with after-tax monies) or incur a debt to be paid upon their return (generally on a pre-tax basis if the employee participates in Premium Conversion). The cost for the final 6 months must be paid currently.

FEHB Retirement

Retirement from civilian position during active duty.

Employees, who retire on an immediate annuity from their Federal civilian position while on active duty and meet the eligibility requirements to continue FEHB in retirement, may request reinstatement of the FEHB enrollment but must do so within 60 days after retirement. The OPM will automatically reinstate the FEHB enrollment on the day of separation from the uniformed services if the annuitant fails to request reinstatement.

VSIP
VSIP



VERA
VERA

***NATIONAL SECURITY PERSONNEL SYSTEM -
VOLUNTARY SEPARATION INCENTIVE PAY
(VSIP) AND VOLUNTARY EARLY RETIREMENT
AUTHORITY (VERA) POLICY***

On December 30, 2003, the Office of the Under Secretary of Defense (Personnel and Readiness) delegated to the Secretary of the Army authority to approve VERA/VSIP requests for employees occupying positions up to the GS-15 level, or equivalent. This includes VSIPs approved under the Restructure/Buyout Program.

The Department of Defense (DoD) has also issued guidance outlining employee eligibility, restrictions, documentation, and reporting requirements. This guidance can be found at <http://www.cpms.osd.mil/care/docs/NSPS-VSIP-VERA.pdf>.

Major changes within the program include:

- Provides permanent authority for VERA and VSIP
- Army allotted specific number of VSIPs for FY04
- No DoD approval required for use of VERA
- Quarterly report on VERA/VSIP approval required
- Members of the Senior Executive Service (SES) and equivalent employees are not eligible unless approved by the Principal Deputy Under Secretary of Defense (Personnel and Readiness).



You must register your vehicle

You may have noticed that getting on Post lately has been more challenging. As of 1 Dec 03, **all POVs must be registered**, or you will be directed to get a visitor's pass. Vehicle registration is on the 2nd floor, Bldg 470, Rm 2101. Their hours are from 0800-1600. Call 596-0356 if you have any questions. Bring your drivers license, vehicle registration and proof of insurance.

OPEN SEASON
OPEN SEASON

**NEXT TSP OPEN
SEASON BEGINS
APRIL 15, 2004 &
ENDS JUNE 30, 2004**



LEAP INTO ACTION
LEAP INTO ACTION

HOT!

ABC Benefits Center

HOT!

To elect your benefits, choose a provider, or make a change, you need to follow these instructions

Go through the ABC telephone at **1-877-276-9287** or through the ABC website at <https://www.abc.army.mil> to make **any** benefit election or to cancel coverage.

If you use the phone, I suggest that you go to the website first and when the web page comes up, scroll down until you see the **ABC-C Telephone Menu** and print it out so you will know what to expect when you call them.

If you call them you will need a PIN number which is your MMY of birth the first time you enter it (birthday of 3-15-46 would be 0346). Then you will be instructed to enter a 6 digit PIN of your choice.

If you use the computer you will be instructed to enter a PIN and a PASSWORD. You will need your LES or a recent SF50 for your SCD for leave, your pay plan, grade, and step that you must enter to set your pin and password.

When the ABC website is on your screen:

Click on "Benefits/EBIS"

Click on "Set Password"

Enter information and click "Continue"

Enter password twice and click "Continue"

Click on Army "EBIS"

Scroll down and Click on "New User" to set your PIN

When PIN is set, close the page and click on "EBIS"

Enter your SSN and PIN and Click on "Login"

Scroll down and click on "Transactions"

Go to whichever benefit you want to change and click on "Change"

HOT!

ABC Retirement

HOT!

Due to the increase in civilian retirements, it will be beneficial for those of you anticipating retirement to become comfortable with the Army Benefits for Civilians-Center website. The information provided below will assist you with your efforts.

1. GO TO THE ARMY BENEFITS CENTER-CIVILIAN (ABC-C) WEBSITE AT [HTTPS://WWW.ABC.ARMY.MIL](https://www.abc.army.mil)

2. CLICK ON "SITE MAP"

3. SCROLL DOWN TO "RETIREMENT"

a. UNDER RETIREMENT, CLICK ON "ABC-C RETIREMENT INFORMATION". THERE WILL BE INFORMATION ON:

- 1. CREDITABLE CIVILIAN SERVICE (CSRS)**
- 2. CREDITABLE CIVILIAN SERVICE (FERS)**
- 3. POST 56 MILITARY DEPOSIT (CSRS)**
- 4. POST 56 MILITARY DEPOSIT (FERS)**

b. UNDER "FORMS"

1. GO TO "MILITARY DEPOSIT FORMS"

- a. RI 20-97 ESTIMATED EARNING DURING MILITARY SERVICE**
- b. SF 2803 APPLICATION TO MAKE DEPOSIT OR REDEPOSIT (CSRS) (for those hired after 10-02-82)**
- c. SF 2803 APPLICATION TO MAKE DEPOSIT OR REDEPOSIT (CSRS) use this form if you will become eligible for Social Security benefits (for those hired before 10-01-82)**
- d. SF 3108 APPLICATION TO MAKE SERVICE DEPOSIT FOR CIVILIAN SERVICE (FERS)**

Some hyperlinks that may be helpful in
your searching



FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

Vacancy Announcements through CPOL

<https://cpol.army.mil>

go to the Employment Tab
then to Vacancy Announcements
Select State and Submit

This website <https://cpol.army.mil> also has
the

Army Resume Builder And Answer

USAjobs

<http://www.usajobs.opm.gov>

go to Search Jobs
Select State/City
Select Get Results

CPAC Homepage

<http://www.wood.army.mil/CPO>

NAF Job Announcements

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

TSP

<http://www.TSP.gov>

Long Term Care

<http://www.ltcfed.com>

FEGLI

<http://www.opm.gov/insure/life/>

MyPay

<http://www.dfas.mil/mypay/>

Resume Builder Resume Builder

Have you ever forgotten your UserID or password for the Army Resume Builder? We all have at one time or another...well now there is a website that can help.

The Automated Resume Builder UserID and PIN help is available at:

https://cpolst.belvoir.army.mil/rb/rb_get_uid_pin.cgi

If you enter your SSN and an email address that matches the one in your resume, you will be emailed an automatic reply with your UserID and PIN. If the email address does not match, it will generate a message to a queue and you will receive a manual email response with your UserID and PIN in about a day.

Additional Information:

Resumes---use this email address to submit electronic resumes (if not using the Army Resume Builder)

resume@cpsrxtpt.belvoir.army.mil

Inquiries—use this email address to ask questions related to application procedures or questions regarding your consideration.

DO NOT SEND YOUR RESUME TO THIS ADDRESS!!

applicanthelp@cpsrxtpt.belvoir.army.mil

Self-Nominations—use this email address to submit self-nominations.

selfnom@cpsrxtpt.belvoir.army.mil

Refer to the guidelines for submitting self-nominations in the Centralized Job Kit on
<http://www.cpol.army.mil/employ/jobkit/>

2004 Legislative Changes

The following resources provide information on recent changes in pay, benefit and other policies resulting from the National Defense Authorization Act for Fiscal Year 2004, to include the modification of the overtime hourly pay cap, environmental differential pay for exposure to asbestos, and the higher caps on student loan repayments, as well as the 2004 pay adjustments for the General Schedule and other pay schedules, and the results of the last annual review of special salary rates. To receive such policy information via email directly from OPM's Office of Compensation Administration, please subscribe at the following link:
<<http://www.opm.gov/oca/LEAVE/HTML/list.htm>>.

Contact POC at (703) 325-6816 or DSN 221

- **Recent Legislative Changes**
<http://www.opm.gov/oca/compmemo/2003/2003-21.asp>
- **Implementing the January 2004 Pay Adjustments**
<http://www.opm.gov/oca/compmemo/2003/2003-22.asp>
- **2004 Salary Tables and Related Information -**
<http://www.opm.gov/oca/payrates/index.asp>
- **2003 Annual Review of Special Salary Rates**
<http://www.opm.gov/oca/compmemo/2004/2004-02.asp>

Travel Pay Services

Travel Pay Services is pleased to announce its first customer initiative of 2004; the interactive Voice Response System (IVRS). IVRS provides travelers the status of their travel voucher(s) 24/7 by calling the toll free 888-332-7366 or DSN 699-0300 (OCONUS access) and entering their social security number and mypay pin. All travel claims received within the last 90 days will be identified. Automated information includes travel orders dates, dollar amounts paid to traveler, BOA, and the paying field site. The IVRS system prompts the traveler to MyPay (to establish and account or verify pin number) or to their respective travel office to speak to a customer representative. The DFAS Indianapolis POC number is 317-510-6884.

Student Employment Program

Student as defined by the Office Personnel Management (OPM)

Students who are enrolled, or accepted for enrollment as degree (diploma, certificate, etc.) seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college/university, graduate or professional school.

Student Educational Employment Program has been streamlined into one flexible program consisting of two components;

- Student Career Experience Program (SCEP)
- Student Temporary Employment Program (STEP)

Student Career Employment Program (SCEP)

- Formally structured program.
- Career related work.
- Written agreement between agency, school, and student.
- Can be non-competitively converted to a term, career, or career-conditional appt.

Student Temporary Employment Program (STEP)

- May or may not have to be related to their academic field of study.
- Appointments and extensions in 1-year increments.
- May not be retained beyond graduation.
- Can be converted to SCEP when program requirements are met.

Advantages

- Opportunity to replenish an aging workforce (47 average age).
- Cost effective - long term (return on investment)!
- Expertise passed on through OJT.
- Students experience employment with the Federal Government.
- Students can be converted to term, career, or career conditional appointments non-competitively.
- Fresh ideas - creative/innovative minds.
- Latest technology - any changes in the field.

Student applications are on file at the CPAC for Supervisor's review. A decision needs to be made whether it will be a temporary position or permanent position, that way we can assist you in determining if their degree has to be in the field you are placing them in. If it is a temporary (Student Temporary Employment Program) it can be in any degree. If you are hiring someone who will be placed in a permanent position upon receipt of their degree their degree has to be associated with the field they will be placed in.

An appointment can be made with the CPAC office at 6-0927; They can let you review applications for the area you want.



FFLA vs. FMLA

New Personnel System

The Family Friendly Leave Act was designed for federal civilian employees to use their sick leave to give care or otherwise attend to a family member having an illness, injury, or other condition, which, if an employee had such condition, would justify the use of sick leave. The term family member includes children (including adopted children), spouses, parents, brothers, sisters and their spouses, and any individual related by blood or affinity whose close relationship with the employee is the equivalent of a family relationship.

If someone in the group described above has an illness or injury that would justify the use of their sick leave, they could request leave to care for them. Employees may use up to 40 hours with an additional 64 hours of sick leave as long as the employee's balance does not fall below 80 hours of sick leave.

This same act also allows employees to use sick leave to care for a family member with a serious health condition (such as cancer or heart attacks). Employees are entitled to a total of 12 weeks of sick leave each year for all family care purposes.

Any use of sick leave is subject to approval of the immediate supervisor.

The Family and Medical Leave Act of 1993 was designated for federal civilian employees to take up to 12 administrative workweeks of unpaid or paid leave during any 12-month period for birth of a son or daughter of the employee and their care; placement of a son or daughter with the employee for adoption of foster care; care of a spouse, son, daughter, or parent of the employee, if they have a serious health condition; or a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. Employees must notify their supervisors 30 days in advance when the leave is foreseeable or as much notice as practicable under appropriate circumstances.

There are many more specifics for both of these acts in the Fort Leonard Wood, Civilian Personnel Regulation 690-12, Chapters 3 and 4.

The National Defense Authorization Act (NDAA) for fiscal year (FY) 2004, signed by the President on 24 Nov 03, includes a provision that authorizes creation of the National Security Personnel System (NSPS). The NSPS allows the DoD to design a modern, flexible civilian personnel system needed to meet the security challenges that the Department faces today and into the foreseeable future.

Additional information regarding the NSPS can be obtained by accessing the Civilian Personnel Management Service (CPMS) website <http://www.cpms.osd.mil> (click on "National Security Personnel System Information Web Site," then "Briefing Charts)."

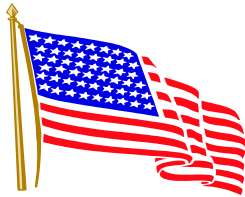
The Office of the Secretary of Defense is in the process of organizing the milestones and implementation plan for the NSPS. Information will be posted to the CPMS website as it becomes available.

Other key provisions of the NDAA that affect civilian employees include the modification of the overtime pay cap, common occupational and health standards for differential payments for exposure to asbestos, increase in annual student loan repayment authority, and changes to the SES pay cap and performance standards.

The legislative language for these and other civilian personnel-related provisions is contained in the extract of the NDAA dealing with civilian personnel matters at "NSPS Legislation," referenced above.

Your LES and SSN

Effective the pay period ending January 24, 2004, only the final 4-digits of your social security number will be shown on the hard copy of your LES (if you receive a mailed copy to your home). This change will not impact the electronic LES available on myPay, which will continue to display the entire 9 digits. It is believed that this change is necessary in order to address concerns raised by employees with respect to identity theft.



Tax Center

The Fort Leonard Wood Tax Center will prepare Federal and State Tax Returns free of charge for active duty, family members and qualified retirees.

The center is located in Bldg. 315, opens at 11:00am Jan 12.

All services are by appointment only. For more information, or to schedule an appointment call 596-1040 or visit www.wood.army.mil/sja/tax

"Phishing" E-mail Fraud

Security Alert from Battelle Information Management - "Phishing" email targets theft of personal financial data

A number of national ([Computer World <http://www.computerworld.com/newsletter/0,4902,89096,00.html?nlid=VVR>](http://www.computerworld.com/newsletter/0,4902,89096,00.html?nlid=VVR)) and local publications (The Columbus Dispatch, 1/24/04) have recently published articles on !!!! Security Alert from Battelle Information Management - "Phishing" email targets theft of personal financial data!!!!

"Phishing" e-mail scams to steal personal data and/or credit card information. Most "phishing" scams are aimed at customers of banks/credit cards, online retailers, and recently the Federal Deposit Insurance Corp. A number of staff have reported receiving "phishing" e-mail. The best defense against this type of activity is to **IGNORE and delete the message**; never respond to this type of e-mail and/or provide personal data. Always check with your bank or credit card company first, before giving out any information!

W-2S

Employees can retrieve their W-2, Wage and Tax Statement for 2003 via the MyPay website, <https://MYPAY.DFAS.MIL>. The electronic W-2 is an Internal Revenue approved method and can be used to file your 2003 income taxes.

The MyPay website is available 24 hours a day, 7 days a week and can be used to view, save and print Leave and Earnings Statements as well as make other pay changes at a time when it's convenient for you to do so.

Your Social Security Number and a Personal Identification Number (PIN) is all that's needed in order to access information via MyPay. If you do not have a PIN, you can obtain one via email by clicking on the "New Pin" button on the website at the web address shown above. A temporary PIN will be emailed to your Army Knowledge Online (AKO) email address on file.

Once you have received your PIN, it is extremely important to maintain current information for your home and email address via MyPay because this is the best method for the Defense Finance and Accounting Services (DFAS) to contact employees regarding pay issues.

If you have any questions regarding MyPay, please call the contact center at 1-800-390-2348. Although a hard copy W-2 is not necessary when using the electronic version, hard copies were mailed by DFAS to the address on file in the Defense Civilian Pay System. Employees who have not received, but would like to obtain a hard copy W-2, should notify their Customer Service Representative after January 30, 2004.



180-Day Restriction

On December 30, 2003 the Assistant Secretary of the Army (Manpower and Reserve affairs) rescinded his earlier decision to retain authority to approve appointments for retired members of the armed forces within 180 days after retirement, except for SES employees. The national Emergency rules take precedence and at this time no waivers are required to hire retired military members of the armed forces within 180 days after retirement at Grades GS-15 and below.

Need a DD-214?

The National Personnel Records Center (NPRC) has a website where veterans (or a veteran's family member) can obtain a copy of a DD-214 online for personal or employment purposes. Use this address: <https://vetrecs.archives.gov>

EFMP Program

Army civilian personnel centers will continue to use Army Exceptional Family Member Program (EFMP) forms in employee in-processing packages for overseas and remote continental United States activities until Army rescinds their use. The two applicable forms are DA 5862 (Army EFMP Medical Summary) and DA Form 5291 (Army EFMP Education Summary)

Do You Have Your CAC Yet??



Common Access Cards (CAC) and CAC readers are being fielded for all Army employees. One of the utilities included in the ActiveCard Gold software that is being installed along with the readers is the option for "Quick Fill."

ActiveCard Gold's Quick fill feature provides quick access via drag and drop interface to credentials you store on your smart card (ex: a password, or a credit card number). A Quick fill item can be used for any application where the credential is typed in a Windows dialog box. The number of Quick Fill items you can store in the smart card is limited only by the card's available storage space.

The "Quick Fill" can store the Army Knowledge Online (AKO) user identification and password. If you make the AKO information your default, every time you log on to AKO, all you have to do is drag and drop from the Active Gold Icon on the toolbar and the user ID and password will be automatically filled in.

If you would like to use this feature, double click on the ActiveCard icon on your toolbar. Enter your pin and you will now see the ActiveCard Gold Utilities window. Click on "Help", then "Contents and Index". Double click on "Managing Quick Fill Items". Highlight "Adding A New Quick Password Quick Fill Item". Follow the steps and enjoy!!

FOR YOUR INFORMATION....

Educate Your Self

E-Learning Opportunities

As the Army progresses towards an all-digital force, we look for better ways to empower our personnel to utilize these new technologies and capabilities. In an effort to provide easy access to these skills and knowledge's, the Army Chief Technology Office (CIO/G-6) has contracted with SkillSoft to provide nearly 3000 web-based training courses supporting information technology and business skills.

Information technology courses range from the introduction to computers to advanced programming and business skills area covers project management, leadership, accounting, and other business-related skills. The purpose of this initiative is to better educate the Army working force, both soldiers and civilians, in the rapidly increasing role of computer technology in the Army mission

This program is available to all Active Army, Army Reserve, National Guard, and Department of the Army civilians, and Non-Appropriated Fund employees. This program is provided at no cost to the student and can be taken via the web anyplace, at any time. The Skillsoft link is <http://usarmy.smartforce.com> At this time dependents and retirees are not authorized to use MySmartForce due to congressional funding rules.

An AKO account (<http://www.us.army.mil>) is required in order to register. The student must first register online through the ATRRS web site (<https://www.atrrs.army.mil/channels/elearning/smartforce>). After initial registration, any member of the Army workforce may enroll for an unlimited number of courses for organizational and mission-related requirements, as well as for individual and personal goals.

Visit the CBT Website: www.us.army.mil;
Login to AKO; select "My Education" under
"Self-Service"; click on "Army e-Learning" at the
top of the page.

Submit a WAIVER REQUEST FORM **UTILIZATION OF THE ARMY'S E-LEARNING PROGRAM** **E-LEARNING INITIATIVE**

to the Army e-Learning Program Office at cbt.help@secbmail.belvoir.army.mil The Army e-Learning Program Office will review request and return decision to the requesting office within 3 days of receipt of form.

For further questions or information, contact the Learning Assistance Center (LAC) at 563-5679.

The MANSCEN Computer Lab is available if an individual desires a computer in a quiet environment away from their work area. (Desirable if you are interrupted a lot.) Please contact them at 3-5679 for hours, availability of computers, etc.



Insightful Thoughts

Ask for help

Not everyone is good at everything. We all need some help sometimes. Change is often complex and confusing, especially in today's fast changing world. New technologies, ways of working, mergers and acquisitions, new organizational structures and the like are not always the easiest things to understand. There may or may not be a formal help line for changes your organization makes but help is still available. Although you may feel at times like you shouldn't let people know you need help – *asking for help is really one of the smartest things you can do.*

Beyond the formal information sources, another type of assistance that organizations will often put in place, especially when making bigger changes, is education. For larger change efforts your organization undertakes you should check to see if any training and development opportunities are being offered to help people gain the skills needed to make a transition. Once you know which training is being offered, don't hesitate to sign up. Being one of the first to learn will help you be one of the first to change.

Chances are if you need some help getting information or learning new skills someone on your team, in your area, or in your organization can help you. All you really have to do is ask. It's as simple as that – *just ask.* Teams are made up of all kinds of people with different skills, different knowledge and different personalities. Some people can learn new technical skills pretty quickly. Others can pick up new process skills fast. And, others may simply be better at just coping in general. When meeting change head-on, draw on the various knowledge and personalities of your team to help you develop and put together the skills, knowledge and outlook you need to work through the changes and make them successful.

One last thing, besides asking for help – *offer to help someone else out.* If you need help from time to time, chances are someone you know needs help too. When faced with change, one of your co-workers, or someone in a different department may need help with the things you are good at. Try to understand what skills and knowledge you have or can learn quickly. Then, be on the lookout for people who might need some help from you to develop those same skills and knowledge. Offer to help them out. You get what you give, so don't be surprised if the person you help today is the one who lends you a hand tomorrow.

Work Habits for Today, Tomorrow, and Beyond



Glad you Asked

Your questions answered

Question

I hear a lot about employees getting \$25,000 to retire early. Could you please explain why some employees get to retire this way, while others *can't*?

Answer:

The Voluntary Separation Incentive Pay (VSIP) and the Voluntary Early Retirement Authority (VERA) programs have been available off and on for many years. Recently the programs were made permanent and apply to positions up to the GS-15 level or equivalent. Each year the Secretary of Defense determines the allocations for the military departments.

A fairly new initiative and one that is included in these programs is the Restructure/Buyout Program. This program affords management the opportunity to look at their organizations with the future in mind and determine the types of skills required to get them there. Management may feel that the number of supervisors in their organizations are no longer needed, or employees who can retire optionally or are near retirement. If these employees are offered an incentive, they may want to retire. The organization may offer up to \$25,000 for these employees to retire (if the organization can afford it). Fort Leonard Wood has participated in the Restructure/Buyout Program for the past 4 years.

This part of the program is different than the VSIP, which allows management to offer up to \$25,000 to employees whose jobs have been abolished. It also differs from the VSIP/VERA combination, which is used when installations undergo a reduction in force (RIF).

This year the Army was given 7,722 allocations. The Training and Doctrine Command (TRADOC) provided 22 allocations to TRADOC employees at Fort Leonard Wood.

The installation Management Agency (IMA) manages allocations for employees who now fall under IMA. This group of employees works for the Garrison Command. Allocations have not yet been released by IMA for installations falling under them; however, it is believed they will be released in the very near future.

It is important to know that the program is a management tool, not an employee right. If a manager determines that the skills of their employees are still required, there is not a requirement for management to approve a buyout for their employees.

We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at atztcp@wood.army.mil and the answer will be posted in the next UPDATE bulletin.

Winter Weather Advisory

http://www.crh.noaa.gov/sgf/WSW/winter_weather_page.shtml

It's not over YET! Spring is right around the corner and the weather is continuing to be a challenge for us all. Flexible and compressed work schedules will help alleviate the numbers of employees reporting for work at the same time; but, sometimes even with all the precautions taken the weather is so fierce that it is just simply not safe to travel.

Listening to local radio stations (see below) is the thing to do when you are not sure whether or not to report. They will provide information on whether or not there will be a delay for reporting to duty. Normal duty hours are still 0730-1630. Those working flexible work schedules who normally report for work at 0600 have up until 0800 to report; the 0630 group to report by 0830, and so on.

One other thing, you may choose to report for duty at your regular time when there is a delayed opening and that's okay. Many employees live on the installation and others very near by. If you look out your window and the conditions look favorable, come to work.

There may be unique times when the weather does keep us all hostages at our homes. I expect these times will be rare.

Liberal leave policies will continue to be an option during adverse weather. However, if you request leave due to adverse weather and there is a delayed opening, leave will be charged for the entire workday.

Critical and essential (C/E) employees must report for work under all conditions. Those who are C/E must be identified in writing by managers and will be permitted entry to the installation.

Last but not least, keep the communication lines open between yourself and your supervisor. Supervisors have the responsibility and obligation to correctly account for the time you spend at work, the time permitted for excused absences, and time spent on leave.

24-hours a day

KJEL-Lebanon 103.7 FM

KTTR/KZNN-Rolla 1490 AM or 99.7 FM

KJPW-Waynesville/St. Robert 102.3 FM

KZNN-Rolla 105.3 FM

broadcasting starts at 0500

KFLW-Waynesville/St. Robert 98.9 FM

KRMS-Lakes area 93.5 FM

KFBD-Waynesville/St. Robert 97.9 FM

KDAY-Rolla 97.5 FM

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well to become a donor of leave time.



CUSTOMER FEEDBACK FORM

We are very interested in getting your feedback regarding the kind of service we provide. Our goal is to provide TIMELY, ACCURATE AND PERSONAL service. We need feedback to analyze how we are doing. Would you please take the time to complete the following items?

- | | YES | NO | |
|--|---------|-------------|-------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ | |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ | |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ | |
| 4. Were our interactions with you courteous? | ___ | ___ | |
| 5. Overall, how would you rate the product/service you received? | | | |
| ___Excellent | ___Good | ___Adequate | ___Unsatisfactory |
| 6. Please provide any suggestions you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO". Please use additional space if needed. | | | |
| 7. If you would like a <i>personal response</i> to your suggestion or comments, please provide your name, phone number and electronic mail address. | | | |
| 8. Please identify the product or service below: | | | |
| PERSACTION Number:_____ Award_____ Advice_____ | | | |
| Referral list number:_____ Counseling_____ Information_____ | | | |
| Training_____ Benefits_____ Other:_____ | | | |

Thank you for taking the time to complete this feedback form. Please mail it directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL:

atztcp@wood.army.mil



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.

